

U.S. OFFICE OF PERSONNEL MANAGEMENT

Recruiting, Retaining and Honoring a World-Class Workforce to Serve the American People



FEDERAL INVESTIGATIVE SERVICES

ESSENTIALS OF

SUITABILITY ADJUDICATION PROGRAM

This program covers adjudications of character and conduct made under title 5 of the Code of Federal Regulations, part 731. It is intended for Federal employees from Executive Branch agencies who perform work as suitability adjudicators, or are responsible for suitability screening or review.

Attendees will learn to:

- ✓ Apply suitability criteria and assess issues using a standard methodology
- ✓ Determine the appropriate level of investigation using the OPM Position Designation System
- ✓ Screen applications
- ✓ Exercise suitability reciprocity when warranted
- ✓ Review investigative results
- ✓ Analyze and weigh information, and decide the appropriate action
- ✓ Recognize appeal procedures
- ✓ Document final adjudicative decisions and follow reporting requirements

Prerequisites:

- Receipt of the Suitability Processing Handbook from your designated agency official
- Completion of *Introduction to Suitability* (online)
Information about the online course will be provided upon registration

LOCATIONS:

Office of Personnel Management,
Federal Investigative Services (OPM-FIS)
National Training Center (NTC)
131 Rebecca Lane
Slippery Rock, PA 16057
(approximately 1 hour north of
Pittsburgh)

OPM-FIS
Crystal City
1901 South Bell Street – Fifth Floor
Arlington, VA 22202

DATES:

February 27 – March 9, 2012 (NTC)
March 19 – March 30, 2012 (NTC)
April 30 – May 11, 2012 (Crystal City)
June 4 – 15, 2012 (NTC)
July 23 – August 3, 2012 (NTC)
September 10 – 21, 2012 (Crystal City)

TIME:

Monday through Friday
8:00 AM to 4:30 PM

REGISTRATION

- Tuition: \$3,000
- Tuition includes all educational services and materials
- Travel, meals and lodging expenses are not included

Please contact:

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